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M. F. Burrill, Executive Secretary, BGN
FOIAb3b


6 October 1954

 Acting Chief, CIA Map Library
Division

Loaning of CIA Map Library Materials

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1. On the basis of conversations held by Messrs. Burrill, Belden,  on September 22, 1954, the following decisions were made with respect to the loaning of CIA Map Library materials to BGN:

- a. The materials currently held by the BGN are to be reviewed by the staff, and by December 22, 1954, all materials will either be returned for filing in the CIA Map Library or returned for re-charging.
- b. All maps and related materials charged to BGN after September 22, 1954, will be charged out for a two-month period. At the end of this time, the BGN will be advised that the materials are due. The loan may be extended for a third month at this time without the actual return of the materials. At the expiration of the third month, the materials must be returned to the CIA Map Library. They may be borrowed for a two-month period, which may similarly be extended for a third month, but the materials must be returned between the three-month loans.

2. It is believed that these new procedures will generate a much more satisfactory loan situation between our two organizations.


3. The cooperation extended by your administrative and research staff in returning thousands of maps to date is greatly appreciated. It is our sincere desire to service your organization as effectively as possible, and we will cooperate in every way with you in the future.

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cc: Allen Belden, BGN

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ORR:D/GL:  mjc (29 Sept. 1954)

Distribution:

- 0 & 1 - Addressee
- 1 - BGN (Mr. Belden)
- ✓ 1 - Ch/G/RR
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